

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

**FROM:** J. Zaffino, Chief Administrative Officer

**DATE:** December 19, 2024

**RE:** **Okanagan Falls Incorporation Study – Final Report**

---

### Administrative Recommendation:

THAT the Board of Directors support the Okanagan Falls Incorporation Study Committee's recommendation:

*Based on the results of the Okanagan Falls Incorporation Study and the work of the Okanagan Falls Incorporation Study Committee, the Regional District of Okanagan-Similkameen Board of Directors recommend to the Minister of Housing and Municipal Affairs that a referendum be held on the incorporation of Okanagan Falls.*

### Reference:

December 2024 Final Report and Appendices

March 16, 2023 Administrative Report

[RDOS Regional Connections Page](#)

### Background:

**December 2020** – the Board of Directors approved a request from the Okanagan Falls Community Association to support an incorporation study and sought approval for provincial funding to conduct the study.

**March 2021** – the Minister confirmed funding in the amount of \$80,000 for phase one of a restructure study process.

**April 2021** – a Terms of Reference for a Services and Boundary Configuration Study was approved and the Board of Directors appointed a committee of 10 citizens representative of Electoral Area "D".

**July 2022** – the committee recommended a boundary which encompassed the majority of Electoral Area "D"'s residential properties. The Board of Directors expressed some concerns over the feasibility of the vast study area proposed; however it was resolved to support the committee recommendation and for the continuation of the restructure process, that being an incorporation study.

**March 2023** – the Board of Directors supported the Ministry’s recommendation to adjust the study area to a reduced size.

The Minister of Municipal Affairs confirmed financial support for the Regional District of Okanagan-Similkameen to undertake an incorporation study, including an estimate of financial impacts, a full community discussion, and an independent road assessment of provincial roads.

**April 2023** – the Board of Directors adopted a Terms of Reference for the study.

**July 2023** – the Board of Directors awarded the Okanagan Falls Incorporation Study and Community Engagement Process contracts to Neilson Strategies, Horsman Strategies, Leftside Partners, and Inspire Creative for an amount not to exceed \$120,000, plus GST.

At that same meeting, the Board of Directors appointed ten citizens representing the Incorporation Study Area to the Okanagan Falls Incorporation Study Committee.

**Analysis:**

Upon receiving all public feedback as the study neared completion, committee members reviewed all comments, considered all options, and unanimously arrived at a determination that a referendum on incorporation should proceed.

Should the Board resolve to support the committee recommendation to conduct a referendum on incorporation, the next step would be to petition the Ministry of Housing and Municipal Affairs for approval and funding to do so.

**Financial Implications:**

Should a referendum on incorporation move forward it is expected to cost approximately \$10,000, which would be funded through a grant from the Province.

**Alternatives:**

That the Board of Directors decline to recommend to the Minister of Housing and Municipal Affairs that a referendum be held on the incorporation of Okanagan Falls.

**Communication Strategy:**

The Okanagan Falls Incorporation Study Regional Connections page will be updated with the Board’s decision.

**Respectfully submitted:**

“Marc Aucoin”  
M. Aucoin, Legislative Services Coordinator

**Endorsed by:**

“Christy Malden”  
C. Malden, Corporate Officer